Christina Lassalle

ET 680.71

March 4, 2010

j0238196 Acceptable Use Policy

Dear Van Bokkelen scholar,

This school year you will have numerous opportunities to use the computers in the building and go on the internet. You might use SMART boards, document cameras, and other technologies to help your learning. These tools are fun but there are rules and consequences.

The first rule is one of our four R’s(rules) which is to be safe. Safety is our top priority because we want you to be secure and comfortable when you’re at school. You will receive a username and password that only you, your teacher, and your parents should know. Along with having a private username and password you need to understand the rules to using the internet. Your teacher will instruct you how to use the internet safely, show which websites are approved for use, as well as how to keep the computers safe from any viruses. Websites are blocked for your safety thanks to a filtering system called Bess. This system adheres to the Children’s Internet Protection Act**. Before you can even go on the internet you must get the passport to technology signed by yourself, a parent or guardian, and your teacher showing that you fully understand the rules of the web.** If a scholar does not use the internet in a safe manner their parents will be contacted and will lose privileges of the internet for a certain period of time.

The next rule is another one of our four R’s which is to be responsible. It is your responsibility to use the internet, computers, SMART board, and document cameras for learning. You cannot go on the internet to play games at school like you do at home. The SMART boards and the document cameras are expensive pieces of equipment and should be handled in a responsible manner. If a scholar happens to use the equipment or the internet incorrectly their parents will be contacted and if damage is done to these items the scholar will receive a referral and will not use these tools for a certain period of time.

Finally, it is a privilege to use these items. If a scholar continues to break these rules they will lose this privilege for the remainder of the school year. If your parents have any further questions they can contact the school or check out Anne Arundel County’s link on acceptable use policy at <http://www.aacps.org/html/parents/internet_accept.asp>.

C:\Users\Chrissy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\FRC6481D\MCj04242080000[1].wmfSincerely,

Ms. Lassalle

**SCHOLAR:** I promise to abide the following rules and understand the consequences if these rules are not followed.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scholar Signature**

**PARENT:** I promise to encourage and educate my child on being safe and responsible when using technology at Van Bokkelen. I understand the consequences for my child’s actions.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature**

**TEACHER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (scholar’s name) has demonstrated understanding of the acceptable use policy after the introductory digital citizenship lessons.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Signature**

*Passport to Technology*

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| --- | --- |
|  | Van Bokkelen Elementary School |

Memo

C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0251301.wmfTo: Leonard Massie

|  |  |
| --- | --- |
|  | AACPS Van Bokkelen Elementary School |

MEMO

To: Leonard Massie

From: Christina Lassalle

Date:

Re: Acceptable use policy recommendation

Anne Arundel County has developed an acceptable use policy which is included in the Student Handbook. It informs parents of how students access the network as well describe the filtering system which adheres to the Children’s Internet Protection Act. The handbook gives some details about what activities are prohibited and the consequences to those students who do not use the computers and internet appropriately. This portion of the handbook is not always gone over in the classroom and is left up to the parents to share this information with their child. As you know, our group of scholars may not have parents or guardians that are meticulous to these details. I feel as though our scholars and teachers will benefit from an acceptable use policy that is kid friendly and follows Anne Arundel County’s policy. This letter will inform them and their parents of the rules and consequences for using technology at Van Bokkelen. The passport to Technology is needed before any independent internet use. Just as we go over the rules and expectations of the classroom, technology is just as important. I believe that the scholars will benefit from digital citizenship lessons that will cover topics such as: password safety, how to browse safely, netiquette, and copyright. Please let me know what you think about this policy and any questions or suggestions you may have.